

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Codes Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees programs, plans and projects relating to the inspection of existing residential, commercial and industrial structures. Ensures code enforcement, investigates and resolves violations, provides technical knowledge and information, supervises personnel, and provides public information.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages the sector operations by reviewing work, inspecting properties, investigating complaints, providing leadership and direction, evaluating, developing and counseling employees, conducting training, coordinating work with other departments, evaluating and analyzing case progress, soliciting bids, touring and evaluating neighborhoods, and planning and directing neighborhood assessment surveys and strategies.
2	L	Enforces building codes and local ordinances by inspecting the interior and exterior of buildings for structure defects, checking the safety and adequacy of buildings, issuing notice to repair, removing or correcting violations, checking for overall cleanliness and for signs of vermin infestation, monitoring properties in violation, and boarding-up unsafe structures.
3	L	Maintains administrative duties by preparing forms and letters advising owners and tenants of violations and time requirements, preparing and maintaining inspection and related reports, ascertaining and verifying property ownership, verifying accuracy of reports, verifying the correction of violations, and explaining the requirements of housing standards and ordinances to property owners, building contractors and other interested parties.
4	L	Performs public services by representing the bureau at civic league meeting, interdepartmental meetings and other forums to promote and explain objectives, referring issues to appropriate bureau, department or agency.
5	L	Performs related duties by conducting the more difficult, complex or unusual inspections, collecting and preparing evidence for court, scheduling hearing dates, issuing summons, attending pre-court hearings, acting as court monitor, testifying in court, documenting and reporting the results of hearings, and attending training.
6	L	Oversees programs and projects. Ensures code enforcement, provides technical knowledge and information, issues permits and summons and inspects new construction sites and renovations.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One years experience in general building construction, building, fire or housing inspections.
Certifications and Other Requirements	Valid Driver's License, Building Maintenance Official or Commonwealth of Virginia I & II Family Dwelling Inspector Certification, Certification as Property Maintenance Inspector
Reading	Work requires the ability to read state laws, building codes and plans, ordinances, specifications, blueprints, regulations and policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write correspondence, documentation, performance evaluations and proposals.
Managerial	Managerial responsibilities include coordinating enforcement efforts with other agencies, managing case loads and appointments.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Site inspection, consulting with contractors, use of office equipment
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Site inspection, Inter-office, to/from meetings
Lifting	O	Files, debris, hand tools, equipment
Carrying	O	Files, debris, hand tools, equipment
Pushing/Pulling	O	Structures, materials at inspections
Reaching	F	Removing hazards, testing equipment
Handling	F	Tools, debris, equipment
Fine Dexterity	F	Computer keyboard, tools, telephone keypad
Kneeling	F	Site inspections
Crouching	F	Basements, crawl spaces, attics
Crawling	O	Basements, crawl spaces, attics
Bending	F	Basements, crawl spaces, attics
Twisting	F	Site inspections
Climbing	O	Stairs and ladders
Balancing	O	Stairs and ladders
Vision	C	Site inspections, computer, desk work, driving
Hearing	C	Staff, supervisor, contractors, general public, telephone, meetings
Talking	F	Staff, supervisor, contractors, general public, telephone, meetings
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Shovel, hand tools, ground probe, camera, staple gun, spray paint, danger tape, light, hand held radio, computer, HTE, TPX, scanner, Standard Microsoft Windows and Office software, Care center, copy machine, fax machine, telephone, pager, vehicle, temperature tester, electricity tester

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	X
Chemical Hazards	W	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	W	Noise and Vibration	D	Shop	--
Fire Hazards	W	Fumes and Odors	D	Vehicle	--
Explosives	W	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	W	Darkness or Poor Lighting	W	Other (see 2 below)	--
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Chemical mace/pepper spray, hard hat, gloves, steel toed shoes or reinforced boots, safety glasses

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)